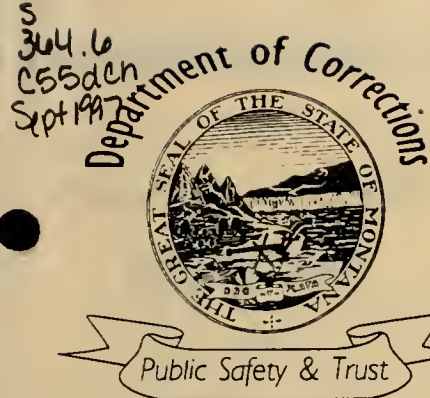




Newsletter

September 1997

VINE Is On-Line!

By Mike Cronin, Public & Victim Information Specialist

The new computer-based, automated victims notification system is open for business. After undergoing two weeks of testing, Mary Letang, the VINE project leader, gave VINE users the green light on August 13th.

Even though the system is designed for victims, the information is public and can be accessed by anyone anytime. The Montana Vine computer works 24-hours a day, seven days a week to provide information about an offender's custody status. Users simply dial the toll-free number--1-800-456-3076--and follow the computer voice's instructions.

The computer gives step by step instructions for the user to enter either the offender's adult offender number (usually referred to as the AO number) or the offender's name using the touch pad of the phone. Rotary phone users will get a live operator. When entering the AO number, it is necessary to press a 2 for "A" but a Zero (not a 6) for "O," followed by the five digits.

At the end of the message, the computer will ask the user if he or she would like to register for computer generated notifications. It will call the user if the specified offender's scheduled hearing dates or release dates change, and if the offender escapes. To register for notification, the user simply enters the telephone(s) he or she wants the computer to call. Calls about changes in custody will only be made between 7 a.m. and 10 p.m.

Calls about escapes will be made for 24 hours or until the correct personal identification number (PIN) is entered by the user thus signaling that the call is received by the user. The user chooses his or her own PIN at the time of registration by entering any four easy to remember digits on the telephone touch pad.

The computer's message also gives the command post telephone number at Montana State Prison for users to call if they need further information about an offender's status. Users may also call Mike Cronin, the Department's public and victim information specialist, during business hours on a new, toll-free victims hotline number--1-888-223-6332. A brochure is in production for distribution to all MDOC offices and other interested persons.

Victims may continue to register for notification with the Board of Pardons and Parole and with the prisons, but Vine access and registration can only be done by

using the telephone touch pad.

The acquisition of the VINE system was made possible through the work and support of many people: Governor Marc Racicot, the 1997 Legislature, the Montana Board of Crime Control, the Department's Crime Victims Advisory Council, and many staff members.



VICTIM INFORMATION AND NOTIFICATION
EVERYDAY

MONTANA VINE HOTLINE:

1-800-456-3076

For offender custody information
and notification on state inmates

MDOC Amends Mission & Goals

The Victim's Conference which was held this past July in Great Falls recommended the Department amend its' mission and goals to more strongly include victims in the criminal justice and corrections world. The MDOC Management Team met in September and made further changes and approved the following MDOC Mission and Goals.

Approved Revision of Mission Statement

The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions *against victims* through custody, supervision, treatment, work, *restitution* and skill development.

Approved Addition to the Department's Goals

1. To improve the safety of the Montana Public and the security of our communities and homes.
2. To gain public trust through openness and responsiveness.
3. *To provide accurate, timely information and support that contributes to the restoration of victims of crime.*
4. To reduce the risk that offenders will reoffend and that our citizens will be victims of crime.
5. To operate correctional programs that emphasize offender accountability.
6. To provide a working and program environment based on professionalism, personal responsibility and respect for each individual.

ISB News

The following article appeared in ISD's July newsletter, "News and Views" and is reprinted with the permission of the author, Sue Skuletich. The article addresses a problem we have had here at the Department.

"Getting information out to all users in a particular bureau, division or agency is of utmost importance in the workplace. This can include information on pay increases, quarterly reports, agency newsletters, etc. Sometimes, this can cause "space" problems on the network when 120 users receive a file. Some may copy it to a ZIP!Office Folder; some may copy it to a DOS subdirectory and retrieve it in WordPerfect. Now, what started out as one 50K file has duplicated itself unmercifully in numerous places on the file server using up disk space. So, what is the solution?

The one great component of a Network is the ability to have Shared drives that ALL users have access to. If you store pertinent information on a Shared drive, then there should be no reason to turn around and ZIP! it to users on your network. Instead, simply ZIP! them a message telling them where the document is located (drive letter, subdirectory and filename - ie. K:\USERS\MINUTES\07_97.MIN).

Keep in mind that big files sent to a lot of people can slow down network traffic as well. There was an instance where someone sent a 1 MG file to a whole agency and it literally brought the server down. A more efficient solution would have been to send the message telling users the whereabouts of the information."

Schedule of Events



09-24-97	Policy Task Force, MLEA, Helena
09-25-97	Policy Task Force, MLEA, Helena
10-03-97	Correctional Standards & Oversight Committee, Deer Lodge
10-14-97	Sheriffs Meeting, Helena

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Personnel Profile

Ross Swanson, Accounting & Fiscal Manager

Ross is the second of four managers at Montana Correctional Enterprises (MCE) to be profiled. He is actively involved with assisting the individual MCE program managers in any way possible to run and improve operations.

In June of 1983, Ross began the position he is currently holding. This includes overseeing all accounting, budget, inventory, purchasing, payroll, contracts, program results and evaluation, and information generation for the Montana Correctional Enterprises program. Successful performance of job duties is a key to the success of the MCE programs and reporting of results. Over the years both Ross's job duties and the size of MCE's operation has largely expanded. Since Ross began, MCE has grown from a \$2 million dollar operation to one in excess of \$5 million with a variety of significant accomplishments. Diversity of the MCE programs requires unique accounting/reporting systems while at the same time running a business within a state/prison setting results in daily challenges.

Ross is a native Montanan who grew up in Anaconda and graduated from Anaconda High School in 1976. He received his Bachelor of Science degree in Accounting, with honors, in June of 1981 from the University of Montana and received his Certified Public Accounting (CPA) certification in 1981.

Outside the office, Ross keeps busy with horses, team roping, hunting with both rifle and bow, snowmobiling, skiing, and outdoor wildlife photography. He is a member of the Rocky Mountain Elk Foundation and the Montana Chapter of the Foundation for North American Wild Sheep (FNAWS).

Ross strives to provide valuable on-the-job training and work experience for inmates that work at the MCE accounting office, while hopefully changing attitudes, aptitudes and work habits. Assigned job duties are accomplished as effectively and efficiently as possible with mostly inmate workers and limited civilian staff. Earning the respect of coworkers, both inmate and civilian, by cooperation and doing job duties in a professional manner is essential.

Other Sick Leave Benefits

The State of Montana has made available to its employees sick leave when all other resources have been exhausted.

Many times employees accrue sick leave beyond what is allowable to carry over to another year, beyond what they use, or want to personally contribute to a fellow employee. Employees can either make a Direct Grant of Sick Leave or contribute to the Sick Leave Fund.

State employees may make a direct grant of up to 40 hours of personal sick leave to another employee and do not need to be a member of the Sick Leave Fund to make a direct grant. After the contribution is made there needs to be 40 hours remaining in their own account and sick leave earned before July 1, 1971 cannot be contributed. If the direct grant is refused, those hours will be returned to your personal sick leave balance.

Contributions to the Sick Leave Fund are voluntary and irrevocable. An employee is qualified to make a contribution if they are eligible to use sick leave (have completed their 90-day qualifying period) and have at least 40 hours of sick leave remaining in

their own account after the contribution is made. Minimum contributions are 8 hours and the maximum contribution is 40 hours. These amounts are pro-rated for part-time employees. No sick leave earned before July 1, 1971, may be contributed.

Employees who contribute to the Sick Leave Fund and employees who are designated to receive a direct grant of sick leave may request up to 160 hours within a 12-month period. The eligibility requirements that must be met to receive from either of these sources are completion of the 90-day qualifying period for use of sick leave; absent more than 10 consecutive working days; all sick leave, other accrued paid leave, and compensatory time has been exhausted; employee agrees to exhaust all annual vacation leave; 5 days leave of absence without pay has been taken; employee has received approval from their supervisor; a physician's certification of condition has been provided; and the employee has been a member of the Sick Leave Fund for at least 90 days.

Any of these options can be accessed by completing Section 1 of the appropriate forms available in the Personnel Division.

Policy and Procedures Task Force Update

By Dan Russell, Policy & Procedures Task Force Chairman

The Department's Policy and Procedures Task Force is at long last in the final stages of completion of the master policy manual that began development with our organizational meeting back in October of 1995. Since that date we have met in 22 monthly meetings, and countless additional hours have been spent by members of the Task Force in the development of individual policies which will direct the operations of the Department into the next century. To date, we have written over 235 policies, 185 of which have been signed by the Director. It appears that we still have a number of policies to write and/or review before they can be forwarded to the Director for his signature and before we can print the final edition of the manual.

The initial work of the Task Force had been scheduled for completion this fall but will likely extend a few months, with every expectation that the completed manuals will be distributed by the first of the year. This effort has proven to be a monumental task as new legislation, unforeseen policy/program needs, and the expansion of our efforts in the medical policy area have provided the Task Force with additional work that was not anticipated in the early stages of the project.

Aside from an update on the current status of the Task Force's work, the most important message that needs to be conveyed is the thanks that the Department owes to the dedicated members of the Task Force. Those individuals have worked every month for the past two years to complete this very important work. Not only have they met for two days every month in grueling, oftentimes tedious and frustrating sessions, they have spent countless hours back at their work sites researching, writing and reviewing literally hundreds of policy drafts. We cannot thank them enough for their perseverance and patience and it is important that they be recognized in this newsletter. The participating members of the Task Force are as follows:

Lindy Proue, Administrative Support
Lois Adams, Legal Counsel
Loreen Barnaby, Juvenile Parole
Doug Barnes, Pre-Release Unit Manager
Jim Bauch, Supt., Riverside YCF

Bill Beehler, Policy Writer, MSP
Winnie Ore, Training Unit Manager
Maggie Corbett, Probation and Parole
Tom Dolan, Personnel Officer
Dana Donahue, Classification, MWP
Tom Donahue, Assoc. Warden, MWP
Jim Hunter, Chief, Dev. Services, PHYCF
Dan Maloughney, Supt., Boot Camp
Candyce Neubauer, Classification Manager
Bill Perry, Unit Manager, MSP
Rhonda Schaffer, Accountant/Payroll Supvr.
Dave Watkins, Voc.Ed. Director, MCE
Anita Richards, Private Citizen, Seeley Lake
Al Davis, Asst. Chairman

In addition, there have been many individuals who have contributed to this effort that deserve recognition. Among those individuals are:

Norma Jean Boles	Larry DeFrance
Bob Morani	Jo Acton
Karen Duncan	Sally Johnson
Mike Ferriter	Bob Williams
Dan Evans	Mike Cronin
John Huth	Jim Stiffler
Greg Budd	Donna Aldrich
Wayne Ternes	Sam Lemaich
Tom Blaz	Steve Miller
Rich Petaja	Janie Wunderwald
Mike Micu	Terry Wilkinson

As the initial work of the Policy Task Force winds down, it is important to recognize the long-term ramifications of keeping policies current and developing new policies as the need arises. In the near future, a new Policy Coordinator will be hired in the Professional Services Division, and it is assumed that individual will pilot the on-going policy efforts of the Department. In addition, the work of the Task Force will most likely extend into a permanent task force that will meet on a quarterly basis or as the need arises. The importance of maintaining all policies as current operational directives cannot be overemphasized and will require constant attention by everyone in the Department of Corrections.

Message from the Director

An Update on Out-of-State Prisons

In the face of a difficult situation, we can quickly forget that Montana delayed extensive investment in its prison system for over 100 years. In modern times alone through public vote, legislative and executive action, prison space expansion has been reduced or postponed. We are not alone in our reluctance to make this investment. Many states have and are struggling to find sufficient prison space to respond to the demand to incarcerate criminal offenders.

Although Montana's 55th Legislature postponed some of the Department's requested prison expansion, the legislature authorized construction of over 1,000 public and contract prison spaces to take place through the year 2001. However, with 250 inmates holding in county jails the Department must find space to incarcerate these criminal offenders now, and there is no available prison space in Montana.

The 55th Legislature and the Department decided to use contracted out-of-state private prison space to meet state responsibility while we developed our own resources. Initially, Dickens County, Texas, appeared to meet this need. However, several factors have since led us to re-evaluate where Montana inmates are placed and how we administer out-of-state prison contracts. These factors include the following:

West Tennessee Detention Facility

CCA designed, built and manages the Mason, Tennessee facility which opened in September 1990. In 1996 the facility expanded its' bed capacity to 600 beds and houses adult males assigned to cell and dormitory units. It is designed to manage individuals from minimum- to maximum-security levels. West Tennessee Detention Facility has been accredited by the American Correctional Association since August 1992.

1. Our adult male prison system increased a net 242 inmates between fiscal year end 1996 and 1997. This equals a 500-plus bed facility every two years. (Earlier, Department projections had predicted this year end increase at 274).
2. The number of criminal offenders backed up in county jails has reached 250, which is the highest level since 1995.
3. Texas law has changed and now provides authority for the Jail Commission to direct private facilities to evict inmates from other states in the event the space is needed for Texas inmates. We understand that Texas may need

the additional space as early as next spring. The new law also allows Texas to assess costs to other states in the event out-of-state inmates are involved in a disturbance or other emergency at one of the private facilities, and the State of Texas incurs costs relating to the incident.

Central Arizona Detention Center

This Florence, Arizona facility was designed and built by CCA. The facility's current capacity is 1,792. The multi-security center houses prisoners in double- and multiple-occupancy cells. CCA operates the Central Arizona Detention Center in accordance with the guidelines of the American Correctional Association.

4. The Dickens facility must comply with Texas Jail Commission classification standards rather than a prison classification system which gives more weight to significant risk factors like an offender's crime and sentence length.
5. We have signed two contracts with Corrections Corporation of America (CCA) designed to provide the state with access to 575 prison beds in Tennessee and Arizona, including a wider variety of security levels and 125 spaces directed specifically to sex offenders. Inmates with sex offense convictions account for about 25% of the prison population.
6. Financial comparisons indicate that although the basic per day rate is somewhat higher at the CCA facilities, their use of outside medical services is significantly less than the Dickens Facility.
7. The CCA facilities operate under American Correctional Association standards (ACA) instead of Texas jail standards. The ACA standards are designed to support long-term prison operations.
8. Dickens County has initiated corrective action in several areas, however, major concerns remain including medical, custody level and security. In several cases the corrections are in areas which should routinely be expected as basic sound principles of prison management.
9. As Montana will probably have a need to contract for prison space through the foreseeable

▼ Please continue reading on Page 6

future. facilities designed and operated for long-term incarceration are the best choice.

At this point, the Department has secured 575 contracted long-term prison beds capable of handling minimum through close security inmates at a price that gives us a chance at operating within appropriated resources. Another 152 close security prison beds are due to be available at the new Cascade County facility in three months. As a result, Montana's criminal justice system will have 727 additional prison beds by the end of 1997, moving us closer to our goal of actually being able to send criminals to prison once they are sentenced by our courts.

The Department is now in a position to notify Dickens County that we plan to move Montana

inmates to CCA facilities because of the long-term advantages these facilities present. We plan to complete this process, which requires a businesslike end to our relationship in Texas, and the moving of hundreds of criminal offenders across thousands of miles, in a professional manner with safety, security and Montana's best interests uppermost in our minds. We expect the necessary transfer to be completed by the end of November.

Although we look forward to a stable and effective relationship with Corrections Corporation of America, we should not expect any prison operation to be free of problems. However, their resources, training and facilities seem to provide an opportunity for success.

~ ~ ~ ~ ~

Offender Success

By Ken Grady, Probation and Parole Officer

On October 10, 1991, Fred S. was sentenced to Montana State Prison on Count I: Sexual Assault, a Felony, and Count II: Accountability (Sexual Assault), a Felony, in the Eighth Judicial District Court, Cascade County. Fred discharged his parole time and came out on a suspended sentence, February 22, 1994.

It was a struggle coming out of prison but Fred was self-motivated and began to set some goals for himself. He had been a cook prior to entering Montana State Prison and upon his return to Great Falls, he continued this trade. Fred first worked at a fast food restaurant for four months before finding a job of his interest with a large retirement center. he started work as a lead cook and within two years, he is now the chef. Fred has 14 people to supervise, handles the budgeting, ordering, inventory, and is an integral part of their management team. Fred is a registered sex offender and attends treatment weekly in Great Falls under Ron Silvers. He is up to date on his sex offender treatment costs, has child support payments of \$336.00 per month, and has most recently purchased a 1996 vehicle.

Fred continues to work hard and has learned to utilize his spare time wisely. He is a workaholic but also realizes the importance of his wife and their future together.

He is a success story because he has maintained and been promoted in his job, and has learned to manage his life in a positive way. Fred has stayed free of offenses and has met his other court ordered requirements.

MDOC Populations

*ADP

MSP & Expansion Unit	1,572.20
County Jail Holding & Out-of-State	463.00
Swan River Correctional Training Center	17.61
Montana Women's Prison	69.16
Pre-release Program (male)	281.45
Pre-release Program (female)	71.65
Aspen Youth Alternatives (formerly MYA)	2.32
Pine Hills Youth Correctional Facility	88.94
Evaluation/Transition Programs	20.98

*CAMC

Intensive Supervision	159.00
Probation and Parole	5,322.00

The above information reflects the *ADP (Average Daily Population for the Month) as of July 1997 and the *CAMC (Cumulative Average Monthly Cases for Current Fiscal Year) as of July 1997. The Department calculates the Average Daily Population based on total care days divided by the number of days in the period and Cumulative Average Monthly Cases is based on total number of cases divided by number of days in the period.

New Arrivals

Lacee Marie Moodry was born on June 12, 1997 at 1:00 am to Tom and Linda Moodry at the Powell County Memorial Hospital. Lacee Marie weighed 6 pounds, 10 ounces and was 19 ½ inches long. The proud sister of Lacee Marie is Jessie, age 8. She is cute as a button. Mom says she looks like her and Aunt Cheryl Coughlin says she looks like her aunt! Linda is the Project Coordinator for the Montana State Prison and returned to work on September 4, 1997.

In Memoriam

Father Henry G. Cabaong passed away on August 17, 1997. Father Cabaong served as the Catholic chaplain for the inmates at Montana State Prison and the patients at Montana State Hospital. A non-denominational service was held for MSP staff on August 21, 1997.

Memorials can be made to either the Montana State Prison Library, the Montana State Hospital Library at Warm Springs or the Seminary Fund Diocese of Helena, Box 1729, Helena, MT 59624.

Corporal Wayne Martinez, a maximum security officer at the Wyoming State Penitentiary in Rawlins, Colorado, was killed on Wednesday, June 25, 1997. The incident involved an apparent failed escape attempt and also resulted in three inmates being injured. As a result of this incident, the maximum and medium units at the penitentiary were placed on lockdown.

A memorial fund has been set up in honor of Corporal Martinez. Donations can be sent to: Wayne Martinez Family Memorial Fund, Parco Federal Credit Union, Account #3065, PO Box 362, Sinclair, Wyoming 82334, telephone 307-324-2024.

The Department of Corrections extends their deepest sympathies to the families of Father Cabong and Corporal Martinez.

New Employees

The Department of Corrections welcomes and congratulates the following employees:

PINE HILLS YOUTH CORREC. FACILITY

New Hires

Debra Sloan	07-14-97	Admin. Support
Suzy Venable	07-29-97	Cottage Life Attend. I
Damian Thornton	08-11-97	Cottage Life Attend. I
Shawn Baxter	08-04-97	Science Teacher

Job Transfers

Shawn Niedge	08-11-97	Cottage Life Attend. II / Work Restitution Program Assistant
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MONTANA STATE PRISON

New Hires

Forrest Johnson	07-02-97	Correctional Officer
David Johnson	07-05-97	Correctional Officer
Frank Raffael	07-05-97	Correctional Officer
Kenneth Wiltsie	07-05-97	Correctional Officer
David Wonnacott	07-05-97	Correctional Officer
Jerry Beasley Jr.	07-09-97	Correctional Officer
Trude Becker	07-10-97	Correctional Officer
John Wilhelm	07-10-97	Correctional Officer
Gary Kleaver	07-10-97	Correctional Officer
Kevin Lucier	07-10-97	Correctional Officer
Jason Lovshin	07-11-97	Correctional Officer
Shane Lovshin	07-14-97	Correctional Officer
Rebecca Anderson	07-21-97	Infirmity Aide
Myles Finlay	07-21-97	Substance Abuse Counselor
Danna Giulio	07-21-97	Word Processing Operator
Cherie Navalta	07-21-97	Nurse Professional II
Mike Weist	07-21-97	Infirmity Aide
William Arthur	07-24-97	Correctional Officer
Karen Brown	08-25-97	LPN
Arlette Clements	08-25-97	LPN
Cathy Curran	08-25-97	Administrative Support (MVM Parts and Inventory Supply)
Cynthia Mullins	08-25-97	Nurse Professional II

MONTANA WOMEN'S PRISON

New Hires

Terri Cleary	09-22-97	Inmate Case Manager
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Job Transfers

Shanta Schmidt	09-14-97	Admin. Assistant
Robert Ballatine	09-14-97	Correctional Officer

MSP Employee of the Quarter

Montana State Prison announces their Employee of the Quarter for the Fall 1997 quarter. L.P.N. Lisa Chasse has been selected for this award.

Ms. Chasse has helped develop a very effective and efficient sick call procedure for the Infirmary's chronic care system and is also involved in the hypertensive chronic care clinic for prison inmates. She is a very hard working individual who is always willing to work overtime and lend a hand to her fellow co-workers. She takes advantage of many learning opportunities offered by the prison as well as by public education resources to keep her skills at the most current level.

To receive this honor an employee must meet specific criteria and be reviewed by a selection committee. The Warden then reviews and approves the candidates submitted to him by the committee. The Employee of the Quarter receives a certificate of appreciation, a pen and a special parking space for using during the quarter.

A Reunion With Real Meaning

The following article appeared in the 8/28/97 edition of the Independent Record and is reprinted with the permission of the author, Mary Jo Fox. Ms. Fox is a legislative liaison and policy advisor for the Corrections and Health and Human Services Depts. for Gov. Marc Racicot and formerly served on the Board of Pardons and Parole.

There is something right about a convicted felon who can look back with pride and respect on any portion of time served as an inmate.

There's something downright unlikely about former inmates going back to a place that held them captive, where drill instructors spoke in decibels, not tones, and who pushed and expected excellence 17 waking hours a day. Yet, those memories must have been strong enough to promote more than 50 boot camp graduates to bring family and friends from all over Montana to celebrate the 4th annual Swan River "Boot Camp Reunion" in mid-August.

It was a bittersweet celebration as participants, including many of the 26 staff members, acknowledged that this would be its last reunions at the Swan River location. A new boot camp, located on the grounds of Montana State Prison, will replace the Swan River camp when it opens in November. It was strangely inspiring to watch graduates approach their drill instructors with smiles on their faces, introducing wives and children, and eagerly reporting accomplish-

ments since leaving the camp.

I recognized some faces from parole hearings years ago when they appeared before me and the rest of the board. They asked us for parole, but instead they received a recommendation for boot camp with a review after successful completion. Gratitude was not evident in their faces then, but when I saw these same young men shaking hands with the retiring chaplain and flocking around some drill instructors as if they were celebrities, I saw some changes in them that simply made it easier to call them neighbors and fellow Montanans.

For them, I wonder if a boot camp reunion signifies how far they've come and how hard they've worked to achieve freedom. They choose, each day, what they will make of it, for good or bad, as any of the rest of us do. But now they have a basis of accomplishment that they may never have achieved before. Boot camp isn't easy. Out of 550 boot camp admissions in its 4-year history, only 250 booters actually graduated from the program.

One drill instructor said, "We do things a little differently than the Marine Corps. We don't tear them down emotionally all the way to ground zero. We simply strip away all of the garbage - the "con" attitude and selfish, "survival at anyone else's cost" approach that they bring from the streets. We help them dig through it all to start using what's good about themselves.

Twenty-two of the 26 camp staffers plan to move with the boot camp program to the new facility at Deer Lodge. Some will move with their families. Others will commute weekly between the Swan and Deer Lodge valleys. Staff expressed their disappointment in having to leave the camp-like setting, surrounded by towering pine trees, lakes and log cabins exchanging it for a boot camp in the shadow of Montana State Prison. But they believe in the boot camp and want to continue to make it work.

As the reunion was drawing to an end, a company of current booters came jogging down the hill led by a drill instructor and another booter carrying a flag. As the company came into the meadow, it was surprising to see graduates spontaneously, one by one, leave the picnic and their families to fall in company. Together booters past and booters present joined in 45 minutes of rigorous PT (physical training) and a two mile run. Afterward, some graduates gave personal testimonies, volunteering advice and encouragement to current booters.

The boot camp reunion was an unlikely event in the most unlikely of settings producing an unlikely bunch of graduates who, one day at a time, are building new lives as free citizens. The boot camp staff are now challenged to assure that the boot camp continues to succeed, regardless of location, continuing to turn young felons into neighbors we can live with

Department of Corrections Training Calendar

The following revised 1997 Training Calendar is **not exhaustive**, additional courses will be scheduled periodically throughout the remainder of the year. Facility/Program staff wishing to attend a training session may register by submitting a Training Request Form or having their supervisor call the Training Center 1-406-846-1320 ext. 2443. To request courses not on the schedule or if an on site training session would better service your needs, contact Winnie Ore, Staff Development and Training Bureau Manager 1-406-444-7795.

Date	Course	Hours
<u>September</u>		
Sept. 15- Sept. 26	Corrections Officer Basic site specific - OJT	80 hours
September 22-23	ACIS Computer Training - MSP Computer Lab (2nd Shift / 4 hrs each day / 1400 - 1800 hrs)	8 hours
Sept 22- Oct. 17	Treasure State Correctional Center - DI Basic- New Program Training / Organization	200 hours
September 23	Emergency Preparedness - PHJCC 1 day course	8 hours
September 24	Emergency Preparedness - PHJCC 1 day course	8 hours
September 25	Emergency Preparedness - PHJCC 1 day course	8 hours
September 23-25	Administrative Services Division Meeting (PHJCC)	24 hours
September 25-26	Lotus 123 Intermediate Computer Training - MSP Computer Lab	16 hours
September 29-30	ACIS Computer Training - MSP Computer Lab (2nd Shift / 4 hrs each day / 1400 - 1800 hrs)	8 hours
September 29	Corrections Officer Basic Graduation - 2:00 p.m. - Ranch 1 Training Center	
September 29-Oct. 3	Supervisor I	40 hours
September 30	Emergency Preparedness - PHJCC 1 day course	8 hours

Date	Course	Hours
<u>October</u>		
October 1	Emergency Preparedness - 1 day course	8 hours
October 2	Emergency Preparedness - 1 day course	8 hours
October 5-9	Support Staff Basic	40 hours
October 5-24	Corrections Officer Basic - MLEA	120 hours
October 6-8	Leadership/Influence	24 hours
October 7	Professionalism and Ethics - MSP 1400-1800 hours	4 hours
	Sexual Harassment - MSP 1800-2200 hours	4 hours
October 9	Crisis Prevention (CPI) - MSP	8 hours
October 14-16	Computer Training	
October 14	Emergency Preparedness - 1 day course	8 hours
October 15	Emergency Preparedness - 1 day course	8 hours
October 15	Crisis Prevention (CPI) 2200-0600 hrs - MSP	8 hours
October 16	Gangs - Prison Identification Intervention	4 hours
October 16	Emergency Preparedness - 1 day course	8 hours
October 21	Emergency Preparedness - 1 day course	8 hours
October 22	Emergency Preparedness - 1 day course	8 hours
October 23	Emergency Preparedness - 1 day course	8 hours
October 21-23	Computer Training	
October 27-31	Instructional Theory into Practice - T4T	40 hours
Oct. 27-Nov. 7	Corrections Office Site Specific Basic-OJT	80 hours
October 28	Emergency Preparedness - 1 day course	8 hours
October 29	Emergency Preparedness - 1 day course	8 hours
October 30	Emergency Preparedness - 1 day course	8 hours

Persons with disabilities who need an alternative, accessible format of this document should contact Department of Corrections at the address below. Phone +06-444-3918.

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MONTANA DEPARTMENT OF CORRECTIONS

Julie Buchman, News Editor
1539 11th Avenue
PO Box 201301
Helena MT 59620-1301

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DEPARTMENT OF CORRECTIONS MISSION

The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions against victims through custody, supervision, treatment, work, restitution and skill development.